

**TOWN OF ARLINGTON
MASSACHUSETTS
REQUEST FOR PROPOSALS**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID #13-28 LANDSCAPE ARCHITECTURAL DESIGN SERVICES – NORTH UNION SPRAY
PARK & HIBBERT PLAYGROUND**

The Town of Arlington, acting thru the Park and Recreation Commission seeks proposals from Landscape Architectural Firms to prepare a final design and construction administration for upgrades and improvements to the North Union Spray Park & Hibbert Street Playground. A preliminary budget has been prepared by Leonard Design Associates.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday August 22, 2013** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Six (6) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #13-28 Landscape Architectural Design Services – N. Union Spray Park & Hibbert Playground - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #13-28 Landscape Architectural Design Services – N. Union Spray Park & Hibbert Playground - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

July 31, 2013

TOWN OF ARLINGTON
Adam W. Chapdelaine
Town Manager

Request for Proposal

North Union Spray Park and Hibbert Playground

The Arlington Park and Recreation Commission is soliciting Proposals from selected landscape architectural firms to prepare a final design and construction administration for upgrades and improvements to the North Union Spray Park and Hibbert Street Playground. A preliminary budget has been prepared by Leonard Designs Associates. Documents may be used as the basis for submitting your proposal and submitting the final design.

Proposals are due August 22, 2013, no later than 1:00 PM at the Town Managers Office/Purchasing Dept., Town Hall Annex, 730 Massachusetts Ave., Arlington, MA 02476.

The following is a description of the selected sites and anticipated Scope of Work.

North Union Spray Park and Hibbert Playground

Scope of Services

The Scope of Services for the above project includes the preparation of the following information to assist the Park and Recreation Commission in the final design and construction of this facility.

- Site observations and review of existing documents provided by the town.
- Preparation of illustrative site plans of potential site improvements.
- Narrative description of proposed improvements describing the anticipated design and construction.
- Define requirements for any other Board, Committee or Commission. i.e. Conservation Commission and Redevelopment Board
- Cost estimate
- Schedule
- Meetings with representatives of the Park and Recreation Commission, and representatives from the Public. Anticipate a minimum of two public meetings for each project.
- Preparation and presentation of the final design phase to the Park and Recreation Commission.
- Bid Documents and Bid Materials including assistance with the bid opening and bidder evaluations/selection
- Construction Oversight and Final Inspection.

Schedule

- Issue RFP – July 2013
- Proposals Due – August 2013
- Notice to Proceed – September 2013
- Complete Design – February 2014
- Bid Project – March 2014
- Construction Oversight - April 2014 to Completion

Construction Budget

- Hibbert Playground - \$288,750
- North Union Spray Park - \$197,500

Proposal Submission Requirements

The response to this RFP can be in letter form and should include the following information.

- Relevant Experience
- Approach
- Fee

The selection criteria will be based on the ability of the firm to produce the work within the time frame set forth by the Park and Recreation Commission, experience with similar projects and the proposed fee. Please address any questions regarding this RFP to Joseph Connelly, Arlington Recreation Department, 781-316-3880 or via email to jconnelly@town.arlington.ma.us.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID